

Construction Inspector II

The Community: The City of Lincoln is a rapidly growing community with a population of 47,000. It is located northeast of Sacramento, just minutes from I-80 and the Sierra Nevada foothills. The small-town atmosphere features affordable housing, nearby lakes, three local golf courses, and nearby hunting.

THE POSITION: Under general supervision, learns to perform and performs the full array of duties assigned to classes in the Construction Inspector series including inspection of work quality and materials for all projects in the City; prepares reports, takes samples and arranges for laboratory testing; assists in the training and lead supervision of lower level positions if assigned; performs other related duties as required.

DISTINGUISHING CHARACTERISTICS:

The **Construction Inspector II** is the journey level class responsible for inspecting, observing, measuring and testing materials utilized in construction of public facilities such as streets, storm drains, sidewalks and other public works construction to assure compliance with City standards, codes and specifications. Work is done in the office and field. This class is distinguished from the next higher classification of Construction Manager, in that the latter is responsible for overall supervision of the Public Works construction inspection program.

SUPERVISION RECEIVED/EXERCISED:

Construction Inspector II

Receives general supervision from the Construction Manager or City Engineer, or designee. Exercises technical and functional supervision over assigned staff.

ESSENTIAL FUNCTIONS: *(include but are not limited to the following)*

- Inspects the work quality and materials used in a variety of public works construction projects, capital improvement projects, residential, commercial and industrial development within the city to ensure conformance with approved plans, specifications, codes, ordinances, laws and departmental regulations; observes and measures materials used in street, gutter, curb, sidewalk, parking lots, water and sewer systems, storm drain construction, underground improvements and capital projects; takes samples and arranges for laboratory tests.
- Conducts field sampling and testing of construction materials; directs lab testing operation; analyzes and interprets lab test results and writes test reports; approves materials for use on construction projects; makes field determinations of scope and method of work to be performed; authorizes field changes to plans when required.
- Reviews project plans for accuracy and conformance with

City specifications; observes construction progress and documents with field reports; observes safety conditions and workmanship for compliance with City and State regulations; drafts letters to contractors; responds to complaints related to construction activities at the counter, over the phone and in the field.

- Keeps accurate as built and informs engineering staff of any deviation from proposed plans; provides interpretation of the City's standard specification manual; reviews plans and specifications for assigned projects; meets with developers and contractors about work progress and or problems.
- Demonstrates a full understanding of applicable policies, procedures and work methods associated with assigned duties; serves in a lead capacity in the training and scheduling of assigned personnel; coordinates project work and design alterations with developers, contractors, public utilities, engineers, the public and other City departments; identifies alternative construction methods and materials; provides interpretation of the City's standard specification manual.
- Prepares technical reports, as built drawings, letters and change orders; maintains written records of work performed; performs construction surveys; checks contractors progress on jobs; reviews invoices and recommends progress payments; reviews certified payroll; conducts change order negotiations.
- Responds to questions and concerns from the general public regarding assigned projects; provides information as is appropriate and resolves complaints; investigates complaints or claims against the City.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, City management and staff, and the public.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

Position requires sitting, standing, walking on level and slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting, crouching, grasping and making repetitive hand movement in the performance of daily duties. The position also requires both near and far vision when inspecting work and operating assigned equipment. The need to lift, carry and push tools, equipment and supplies weighing 25 pounds or more is also required. Additionally, the incumbent in this outdoor position works in all weather conditions including wet, hot and cold. The nature of the work also requires the incumbent to climb ladders, enter confined spaces, use a variety of hand tools and equipment, drive motorized vehicles, work in heavy vehicle traffic conditions and often work with constant interruptions.

QUALIFICATIONS: *(The following are minimal qualifications*

necessary for entry into the classification.)

Education and/or Experience:

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for a **Construction Inspector I/II**. A typical way of obtaining the required qualifications is to possess the equivalent of:

Construction Inspector I

Three years of experience in construction, inspection, public works maintenance or the performance of related work, and a high school diploma, or equivalent.

Construction Inspector II

Five years of experience in construction, inspection, paraprofessional engineering or the performance of related work and an associate's degree in civil engineering, construction engineering or a related field.

License/Certificate:

Possession of, or ability to obtain, a valid Class C California driver's license. Construction Inspector II shall possess certification as a Public Infrastructure Inspector (CP II) within one year of the date of hire.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position. The level and scope of the knowledge and abilities listed below vary between the I and the II levels.)*

Knowledge of:

Modern principles, practices, methods and materials used in public works construction; construction methods and procedures including equipment, underground construction, shoring, and forming; construction materials such as concrete, asphalt and piping; construction material testing procedures; advanced mathematics; soil mechanics and geology; drafting and mapping; methods and techniques of supervision, training and motivation; basic principles of mathematics; applicable federal, state and local laws, codes and regulations including construction codes, manuals, specifications, safety requirements and related regulations; methods and techniques of scheduling work assignments; standard office procedures, practices and equipment; modern office equipment including a computer and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar; occupational hazards and standard safety practices.

Ability to:

Read, understand and interpret construction plans and specifications; inspect and analyze construction procedures and interpret code violations; detect faults in construction materials,

plans, specifications and workmanship; conduct field and lab testing; prepare test results; supervise, train and motivate assigned staff; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; analyze a complex issue, and develop and implement an appropriate response; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships.

Skill to:

Operate an office computer and a variety of word processing and software applications. Safely and effectively operate a variety of power and hand tools used in Construction Inspection.

The City of Lincoln is an Equal Opportunity Employer. Reasonable accommodation in the application, examination, and selection process will be made upon request of disabled applicants. Medical disability verification may be required prior to accommodation.

The provisions in this brochure do not constitute a contract, expressed or implied, and the City may modify or revoke any provisions in this brochure without notice.

Applications available by visiting our website at:

www.ci.lincoln.ca.us

or by calling: (916) 434-2496

or by visiting or mailing application to:

City of Lincoln, Human Resources Department
600 6th Street, Lincoln, CA 95648

An application form must be filled out and submitted,
and the **preferred method is through**

www.CalOpps.org.

A resume may also be attached. It is the applicant's responsibility to explain his/her qualifications fully and clearly. Incomplete information on the application will be cause for disqualification. Applicants meeting the requirements and demonstrating the most desirable qualifications will be invited to participate in a testing and/or an oral interview. A medical exam including a drug test, fingerprint screening and background check will be conducted after a job offer is made and accepted.

The City of Lincoln is an Equal Opportunity Employer.

CURRENT SALARY & BENEFITS

Office Assistant I: \$27.16— \$36.39 / hour
(includes starting salary and growth potential)

Insurance:

Medical: Mainly City-paid for employees and dependents. Employee will pay a portion for some plans. (Variety of plans offered thru PERS)

Life: City-paid \$25,000 Life and Accidental Death and Dismemberment for employees.

Dental: City-paid for employees and dependents.

Vision: City-paid for employees. Family coverage available.

Vacation Leave:

0-3 years	10, 8-hour days per year
3-5 years	11, 8-hour days per year
5-8 years:	15, 8-hour days per year
8-11 years:	16, 8-hour days per year
11-13 years	17, 8-hour days per year
13-15 years:	18, 8-hour days per year
15-18 years:	19, 8-hour days per year
18+ years:	26, 8-hour days per year

Holidays:

11 paid holidays per year

Sick Leave:

8 hours per month

Retirement: PERS 2%@60 (2% at 62 under PEPPRA, if applicable)

Deferred Compensation: Three optional programs, but no City match.

The City participates in Social Security (FICA).



**is recruiting
for the position of**

Construction Inspector II

Final Filing Date:
Friday, August 4, 2017,
5:00 pm